



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

UNCLASSIFIED

SHERIFF'S FINANCE OFFICER

Class No. 000991

■ CLASSIFICATION PURPOSE

To plan, direct, organize, coordinate, and review the budget, accounting, and financial activities of the Sheriff's Department; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

Sheriff's Finance Officer is an unclassified management position allocated only to the Sheriff's Department. Under the direction of the Director, Sheriff's Management Services, the Sheriff's Finance Officer is responsible for planning, directing, organizing, and coordinating the overall operations of the Budget and Financial Services Divisions in the Sheriff's Department.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Plans, directs, organizes, and evaluates the overall financial and budgetary activities of the Sheriff's Department.
2. Directs the preparation and presentation of the department's budget.
3. Directs the review and analysis of budget proposals using revenue and expenditure controls and reporting systems.
4. Acts as a financial consultant in managing the fiscal function providing demographic, strategic planning, and financial information.
5. Directs and conducts complex studies pertaining to administrative and operational problems and recommends solutions.
6. Analyzes revenues and expenditures to determine the department's fiscal status.
7. Reviews and analyzes State legislature and budget proposal and determines fiscal impact on departmental programs.
8. Prepares executive level reports, correspondence, and presentations.
9. Interacts with elected officials, County executives, local, State and Federal law enforcement, and criminal justice agencies.
10. Performs special studies and projects as assigned.
11. Establishes interim and long-range goals and objectives for assigned functional areas.
12. Reviews and allocates use of resources.
13. Reviews records to monitor and determine efficiency and effectiveness of assigned activities.
14. Coordinates work and planning with other major departmental and State regional law enforcement functions.
15. Reviews the performance of subordinates and evaluates the progress of assigned activities.
16. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Budgeting principles and effective utilization of fiscal resources.
- Fiscal requirements of a multi-functional governmental agency.
- Policy and procedure development and implementation related to fiscal management.
- Data collection, analysis, and display.
- Purchasing and contract administration.
- Cost benefit analysis.
- Federal/State legislative processes and funding practices related to law enforcement agencies, to include legal authority, joint powers agreements, and cooperative agreements.
- Legal administrative codes pertaining to law enforcement agencies.
- Supervision and training principles and techniques.
- County customer service objectives and strategies.
- The General Management System in principle and in practice.

Skills and Abilities to:

- Plan, direct, organize, and manage the financial and budgetary planning and control within a large multi-functional department.
- Problem-solve and make effective decisions.
- Understand, interpret, and apply laws, regulations, ordinances, policies, and procedures to assign program functions.
- Identify budgetary or financial problems; develop and recommend solutions.
- Prepare executive level correspondence.
- Make oral presentations to executives, elected officials, and staff.
- Communicate effectively orally and in writing.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others and reading and writing.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capacities.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are: bachelor's degree from an accredited college or university in public administration, business, criminal justice administration, or a closely related field, AND:

1. Four (4) years of experience with the County of San Diego in a supervisory or professional administrative level position, performing complex tasks in one or more of the following areas: administration, program administration planning and analysis, fiscal analysis, and/or policy formation and analysis, OR
2. Five (5) years of experience in a large public agency, or in an organization that deals with public agencies, performing complex tasks in one or more of the following areas: administration, program administration planning and analysis, fiscal analysis, and/or policy formation and analysis.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority (Charter of the County of San Diego Section 909.2).

New: March 1, 1996
Revised: December 14, 2001
Reviewed: Spring 2004

Sheriff's Finance Officer (Class No. 000991)

Union Code: UM

Variable Entry: Y